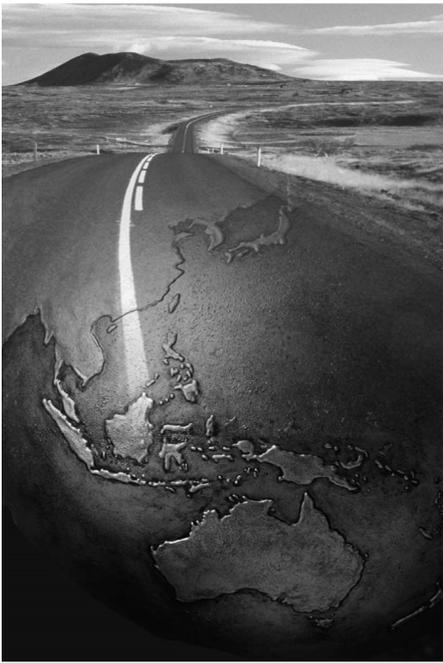


# **COACHING AND TEAM BUILDING SKILLS**

**FOR**

# **LEADERS AND SUPERVISORS**



By Trevor Bartley

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## EQUIP YOUR TEAM

Dear prospective attendee,

Maybe you do not think of yourself as a coach or team leader?

Consider this;

If you find yourself supervising others, if you are responsible for getting results from the efforts of others, then you are in charge of a team. The team's success depends on your ability to motivate, train, support, reward and give feedback. In short, you lead people to achieve objectives; you need to attend this seminar.

To take on this role is no small endeavour, so we have developed this Coaching and Teambuilding Skills workshop for all leaders and supervisors like you. This workshop is loaded with practical ideas that really work to generate action and results from your group's efforts.

We have sought out the most practical information from the most respected leaders and coaches and tapped into their methods in getting the best results on meeting their objectives, the ways they inspire their teams to achieve the very best performances and productivity.

We then packed these powerful lessons into a one-day seminar; you could say we have obtained "the best from the best" to help you become the "best of all the rest" teaching you teambuilding techniques that work.

You will learn;

How to inspire exceptional performance from average people – How to get each individual's commitment to accomplishing the team's goals – How to ignite enthusiasm that makes your team invincible – How to bring new team members up to speed fast – How to re-energise a team that has lost sight of their purpose – How to turn team conflict into an opportunity for renewed understanding and cooperation – and much more.

So enrol today and get ready to obtain new ideas for energising your team. Don't miss it!

If you would like to register or have this seminar run within your own organisation go to [www.lifestyletrainingschool.org](http://www.lifestyletrainingschool.org) or phone Trevor on 0412 380 444

Yours sincerely

*Trevor Bartley*

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## COACHING AND TEAMBUILDING SKILLS FOR LEADERS AND SUPERVISORS

Here's a sample of what you'll learn:

- How to inspire people to “go the extra mile.”
- How to give feedback that helps your team correct shortcomings and do their very best.
- How to create an environment of care and cooperation.
- How to deal with difficult people and turn problems into solutions.
- How to build a balanced team with “players” who work well together.
- How to lead meetings that stay on track and move everyone to action.
- How to provide your people with the training they need to excel at their tasks.
- How to be an effective “press agent” for your team.

## The One-Day Way to Coaching and Teambuilding Success

We have found nine success indicators that all effective Coaches, Team Leaders and Supervisors need to implement for the ability to build and lead great teams:

- 1) Their people support each other and share a “can do” attitude.
- 2) They communicate clear expectations and give meaningful feedback.
- 3) They meet their deadlines and fulfil the objectives of their projects and tasks.
- 4) Their meetings have purpose and lead to specific actions.
- 5) They deal effectively with challenges and problems.
- 6) Their team’s productivity is high – the quality of their work is top-notch.
- 7) Their team members are enthusiastic and motivated, working at top capacity.
- 8) They employ the services of the best-qualified people and possess the know-how to blend different personalities into a harmonious group.
- 9) Not only do their workers respect them, but so do their Leaders – giving them credibility throughout the organisation.

After we had pinpointed what made leaders and supervisors great team leaders, we dug deeper and uncovered the secrets of their outstanding performance – their leadership “how-to’s” developed over years of trial-and-error experience.

And now we're offering these proven coaching and team building techniques to you. We've concentrated them into eight fast-moving, skill-packed sessions, called – 'Coaching and Teambuilding Skills for Leaders and Supervisors.'

This is your greatest opportunity to gain vital team building expertise – both *people* skills and *technical* skills, guaranteed to make your team more cohesive, more highly motivated and more productive. There's not a moment of dry philosophy in the entire day, just loads of practical information, job-tested and proven to work.

We'll send you away with a teambuilding action plan you can launch the very next day. If you follow these principles you will see measurable results at six critical points:

**POINT 1: YOU'LL KNOW HOW TO BUILD A TEAM THAT GETS RESULTS.**

We'll show you how to recruit - how to dismiss a team member when necessary - and how to develop a cooperative group that succeeds through mutual support.

**POINT 2: YOUR TEAM WILL GRUMBLE LESS AND WORK MORE**

Learn the motivational skills that make your people want to do their best...help one another...and take pride in finding solutions that save time and increase productivity.

**POINT 3: YOU'LL SPEND LESS TIME ON DISCIPLINE, MORE TIME GETTING THE JOB DONE**

It takes all kinds of people to make a great team, so we'll show you how to handle the tough ones – you'll learn how to draw out their good qualities and improve their shortcomings so they can make a valuable contribution to achieving the team's objectives.

**POINT 4: YOU'LL HAVE THE TOOLS TO GUIDE YOUR TEAM TO SUCCESS**

We'll help you sharpen essential technical skills to guide projects smoothly from beginning to end – your team will learn to set goals together, meet those goals and evaluate what they accomplished. With everyone committed to a successful outcome.

**POINT 5: YOUR MEETINGS WILL BE FOCUSED AND PRODUCTIVE**

Efficient meetings are important opportunities to communicate expectations and get team members' commitment to group goals and tasks. We'll show you how to set an agenda and stick to it - keep the meeting moving, and end with a plan that turns *talk* into *action*.

**POINT 6: YOU AND YOUR TEAM WILL BE RECOGNISED BY YOUR ORGANISATION**

Results speak for themselves – and soon your team will be accepting praise from upper management downwards. (*Just to be sure, we'll give you tips on how to make sure people notice the valuable contributions your team is making*).

We have created five workshop outlines for you to choose from, or you can make up your own workshop outline from the five lists. We want to deliver whatever you feel your team needs in the time we have allocated to us.

## WORKSHOP OUTLINE 1

# PUTTING TOGETHER A TEAM THAT GETS RESULTS

- See the important differences between a **Team** and just a **Work Group** – and eight reasons why a team gets better results.
- Learn the 12 secrets master coaches use to bring people together and build team spirit.
- The ideal mix: 3 complementary personality types that help to make your team run smoothly.
- How to recruit people who'll stick around when the going gets tough.
- Want your team to produce more? Follow these five rules.
- The four common characteristics of top-performing teams.
- A checklist for getting new team members off to a fast start.
- How to design an orientation process that will help people understand how their jobs fit into the big picture.

## WORKSHOP OUTLINE 2

# INSPIRING OTHERS TO REACH HIGH AND SUCCEED

- How to reward team members for outstanding service.
- One eye-opening reason to make sure you reward diligence.
- Five rewards workers love that you probably haven't considered.
- How to work with an overachiever without killing their motivation.
- When discipline is necessary: Eight steps for turning **punishment** into a **plan** for improved performance.
- Are absenteeism and lateness getting out of hand and lowering productivity? Four ways to bring it under control.
- The 85/15 rule to eliminate mistakes by finding out the root causes of errors.
- The ten common "people" problems teams encounter – and how you can break through them to confront the real issues.
- How to manage the four most common sources of team conflict.
- When confrontation seems unavoidable – Seven steps for keeping it under control and achieving a positive outcome.

- Blueprints to help your team creatively solve problems together.
- When you recruit a superstar – how to get others to welcome the new team member without feeling threatened.
- The four “laws” you must break to build an effective team.
- How to replace another team leader gracefully and get the team to accept them as its leader.
- An eight-part plan for helping your team accept change.
- Using the “spirit” to hear what your people are really telling you.
- Four kinds of questions that get honest answers when you’re communicating to a problem worker.

## WORKSHOP OUTLINE 3

# POLISHING YOUR LEADERSHIP SKILLS

- A simple method guaranteed to stop reverse delegation.
- The secret to recognising when your team members really **are** overworked.
- How to pinpoint weak spots where training would help your team.
- Removing the single biggest obstacle that keeps training from benefiting workers.
- How to give feedback, so your team members will know how they're doing.
- Empowerment by delegation, as easy as 1-2-3.
- Five steps to making a decision by consensus, so the whole team will back it.
- How to discipline properly.
- The four critical steps to making sure your discipline sticks.
- How to get your team members involved in the organisational goals.
- The surprising **disadvantage** of focusing strictly on results.
- Six questions an effective action plan must address.
- Why bother with performance reviews? Because they work – 7 reasons why.
- How to use exit interviews to identify and correct team problems.
- Whose problem is it – yours or your team members?" – a strategy to determine proper ownership and resolve the problem.
- Dealing with obstacles – 7 steps to solving problems in a positive way.

**WORKSHOP OUTLINE 4****MEETINGS THAT TRIGGER ACTION**

- “Let’s get four things straight”: Clarifying your team’s mission to ensure a project’s success.
- The two basic types of meetings” How and when to use each one effectively.
- Four kinds of problems that should never be discussed in a meeting.
- A sure-fire way to keep everyone’s attention on the task at hand.
- “Jamming” – a supremely efficient way to run a productive meeting.
- Five strategies to get meetings off to a fast, productive start.
- How to keep meetings under control when one strong personality tends to dominate.
- Two ways to coax non-talkers to participate in meetings.
- Overcoming two stubborn roadblocks to progress in meetings.
- How appointing a “gatekeeper” can make meetings more productive.

## **WORKSHOP OUTLINE 5**

# **BECOMING A TEAM LEADER FAMOUS FOR RESULTS**

- A 5-minute quiz to rate your coaching skills.
- Fatal flaws of failed coaches – how to recognise and avoid them.
- Participative/authoritarian – how to choose the management style that will get results.
- Getting the upper management to stand behind you.
- Your Leader criticises you publicly – how do you face your team?
- A response that works without conflict when another manager is trying to steal your best team members.
- How to regain control quickly when you've been away from your team for a length of time.
- How to promote your ideas to the top decision makers.
- How to sell your team on itself to build real pride and professionalism.
- Office politics: Whether you play the game or not, you'd better understand the rules.
- How to make sure your team has a professional mindset.
- One dangerous pitfall of having a positive attitude towards your leader.
- Five ways to understand the organisation's real agenda and know where your team really fits in.

## PUTTING IT ALL TOGETHER

- Learn how to take what you've learned in this workshop and put it to work immediately – apply your new skills of teambuilding, team motivation, leadership and project management - beginning the very next day in your environment and have fun!